CAPITOL CAMPUS DESIGN ADVISORY COMMITTEE TELEPHONE CONFERENCE CALL

Department of Enterprise Services 1500 Jefferson Street – Room 2208 Olympia, Washington 98504 November 10, 2011 9:00 AM

Minutes

(Approved: May 24, 2012)

MEMBERS PRESENT

Barbara Swift (via telecon)

Patrick McDonald (for Secretary of State)

Paul Blanton (via telecon) Dennis Haskell (via telecon) Alex Rolluda (via telecon)

Senator Karen Fraser (via telecon)

Representative Sam Hunt

OTHERS PRESENT

Buccarelli, Kim, DES
Casey, Martin, DES
Gow, Tom, Puget Sound Meeting Services
Jacobs, Bob, Citizen

Jacobs, Bob, Citizen Larson, Gary, Citizen Scheel, Bonnie, DES Turner, Joyce, DES Wubbena, Bob, CLIPA

MEMBERS ABSENT

Senator Linda Parlette

Representative Gary Alexander

Chair Dennis Haskell called the Capitol Campus Design Advisory Committee (CCDAC) telephone conference call meeting to order at 9:11 a.m. A meeting quorum was attained.

Announcements and Introductions

Mr. Haskell reported the notice of the meeting was published in *The Olympian*.

Public comments for any agenda items can be offered at the conclusion of each agenda topic.

Approval of Agenda

Barbara Swift moved, seconded by Alex Rolluda, to approve the agenda as published. Motion carried.

CCDAC will review three items on the agenda for Action: Approval of the May 12, 2011 and September 15, 2011 Minutes; 2012 Meeting Calendar; and the Chair and Vice Chair Nominations, and two items for Information: Director's Report and Facilities Report.

Approval of Minutes

May 12, 2011

Alex Rolluda moved, seconded by Senator Fraser, to approve the minutes of May 12, 2011, as published. Motion carried.

September 15, 2011

Barbara Swift moved, seconded by Representative Hunt, to approve the minutes of September 15, 2011, as presented. Motion carried.

CCDAC Telephone Conference Call Minutes of Meeting November 10, 2011 Page 2 of 5

2012 Meeting Calendar

Martin Casey presented tentative meeting dates for 2012. All meetings are held on a Thursday:

- February 16, 2012
- May 24, 2012
- September 27, 2012
- November 29, 2012

Barbara Swift moved, seconded by Representative Hunt, to approve the proposed meeting dates for 2012. Motion carried.

Mr. Casey expressed appreciation to the committee for their willingness to meet via teleconference. Staff anticipates the May meeting will be an ideal time for the committee to meet in Olympia to tour the new Department of Enterprise Services Building.

Paul Blanton joined the meeting via telecon at 9:19 a.m.

Chair and Vice-Chair Nominations

Mr. Casey reported on the passage of Engrossed Second Substitute House Bill 1371, which transferred the authority to appoint four professional representatives on CCDAC from the Governor to the Director of Department of Enterprise Services as well as the authority to appoint the Chair and Vice-Chair of the committee. However, the department relies on the committee to propose nominations for the Director's consideration. He asked the committee to consider and nominate two individuals to serve as Chair and Vice Chair in 2012. The recommendation will be forwarded to Director Joyce Turner for action.

Mr. Rolluda requested nominations for Chair.

Ms. Swift nominated Dennis Haskell, which was seconded by Alex Rolluda. There were no other nominations.

The committee unanimously voted to nominate Dennis Haskell as Chair for 2012.

Chair Haskell opened nominations for Vice-Chair.

Alex Rolluda nominated Barbara Swift as Vice-Chair, which was seconded by Senator Fraser.

Representative Hunt nominated Alex Rolluda as Vice-Chair, which was seconded by Paul Blanton.

Barbara Swift withdrew her nomination.

The committee unanimously voted to nominate Alex Rolluda as Vice-Chair for 2012.

DES Director's Report

Joyce Turner provided an update on activities associated with transitioning to the new agency and building. The transition included consolidation of five agencies. During the consolidation, staff reviewed over 3,000 separate contracts to ensure appropriate transfer to the new agency. Some rules were consolidated and over 800 employees were moved to the Jefferson Building along with establishing new websites and emails, new policies, and renegotiation of union contracts. The consolidation was effective

CCDAC Telephone Conference Call Minutes of Meeting November 10, 2011 Page 3 of 5

October 1, 2011, creating the new Department of Enterprise Services. Additionally, communications with employees was ongoing to ensure all employees were aware of the changes and activities involving the consolidation.

With just over a month after consolidation, there are some challenges to overcome, such as the continued operation of independent IT systems for each agency, which creates challenges in scheduling meetings and other activities. The activation of the department was successful in terms of its customers and employees. The new agency has approximately 1,100 employees. Approximately 700 employees are located in the Jefferson Building with another 400 employees located in 12 sites across Thurston County and the state. Staff is diversified and represents accountants, attorneys, employee counselors, transition specialists, recruiters, trainers, and IT professionals. DES operates systems for state government to include the payroll, budget, and accounting systems.

Since October 1, efforts have been underway for strategic planning and establishing a path forward while recognizing DES is not the agency responsible for oversight of children or patrolling highways for drunk drivers, but rather the agency that provides the services so other state agencies can perform their mission.

Four main goals were identified for accomplishment:

- Successful consolidation to ensure employees feel engaged and committed towards the culture and mission of DES.
- Delivery of exceptional services to partners
- Reduce cost of overall government
- Become an agency that focuses on continually looking for more efficient and effective ways of doing business.

Each goal will have established measures and specific requirements.

Recently, the Governor requested all state agencies to begin preparing for a 10% reduction in the General Fund. DES operates on less than 2 percent in general fund money resulting in a reduction of \$965,000. Additionally, DES, working with the Office of Financial Management and the Governor's Office, identified additional sources of savings to assist other agencies in reducing cost for services. Approximately \$20 million was identified from fund sources where there is sufficient working capital and balances for DES to support the agencies. The resources are from Risk Management reserves as well as the statewide purchasing effort by DES and an element that transferred from the Department of General Administration. Combined, DES identified additional revenues that can be used to assist in balancing the \$2 billion budget deficit. DES is also working on alignment of different rates for similar services to assist in accountability efforts.

DES continues to focus campus efforts on life, safety, health, and repairs. With limited revenue, it's not possible to consider new opportunities or new projects.

Ms. Turner shared that under the new delegation of authority provided by E2SHB 1371, she recently reappointed Ms. Swift to another two-year term. She acknowledged Ms. Swift's willingness to serve another term.

Mr. Haskell thanked Ms. Turner and offered his and the committee's assistance in any of her efforts.

DES Facilities Update

CCDAC Telephone Conference Call Minutes of Meeting November 10, 2011 Page 4 of 5

Facilities Asset Manager Bonnie Scheel provided a facilities update for Capital Campus.

Completion is nearing for renovation of the O'Brien Building with occupancy scheduled for the first week in December. The rehabilitation qualifies for LEED Silver certification. Approximately 98% of construction waste was recycled. An electric charging station was installed behind the building and 40% of the exterior building caulking and other repairs were completed in October. A flush out of the building is scheduled in early December. Landscape around the northwest entrance and behind the building near the hillside is featuring a test area of low-maintenance turf that could be used on campus to help achieve sustainability goals and reduce greenhouse gases. The ramp and the stairs are nearing completion up to the northwest vestibule. The ceiling on the northwest vestibule and the east vestibule were refurbished. Some of the exterior lighting was refurbished as well. The project is on time and within budget.

Another project at the Newhouse Building is the separation of the sewer and the storm line with completion anticipated by the end of the week. The restrooms are in operation with full occupancy of the building completed. Some work inside the building will be deferred until after the session ends.

Several new projects are in preplanning or design phases. DES selected the architects for the Legislative Building critical exterior repair project. Design will continue over the winter with repairs anticipated to be completed by late spring, summer, and early fall. Another project is the Legislative Building hydronic loop repair to replace valves and pumps and components of the hydronic loop system, which has been leaking in some of the offices. The Natural Resources Building (NRB) roof is another large project in design over the next six months with construction scheduled by end of March. The project should be completed by September 2012.

Representative Hunt asked whether the roof on the NRB will be white. Ms. Scheel affirmed the roof will be white.

Patrick McDonald asked whether the special session affects the project timeline of the Legislative Building hydronic loop project. Ms. Scheel said the intent is to have the project completed before the special session through some overtime shifts and additional workers. Mr. McDonald asked if the work on the exterior of the Legislative Building includes cleaning the exterior. Ms. Scheel said the project is a continuation of leak repairs that were started during the last biennium. During the investigation, it was discovered that more repairs are required. The project is phase 2 of that work.

Ms. Turner added that staff is also monitoring the exterior of the Legislative Building to ensure no damage is occurring. It's likely a funding request will be submitted as part of the biennial budget request.

Public Comment

Mr. McDonald shared information on an upcoming meeting of Iraq and Afghan war veterans to discuss a potential place of commemoration on Capitol Campus for the veterans of the Iraq and Afghan wars.

Bob Wubbena, Capitol Lake Improvement Protection Association (CLIPA), said the association is interested in the permitting schedule for dredging Capitol Lake. Ms. Scheel advised that the project is currently in the preplanning stage to refine the scope of work to ensure appropriate utilization of available funds. A consultant will be hired to assist DES in the permitting process and to help identify all costs and data required for submission of required permits.

Mr. Wubbena said he understood there has been some discussion about reinstituting an advisory group. CLIPA would like to be involved in that effort to help add value to the process. CLIPA is represented by

CCDAC Telephone Conference Call Minutes of Meeting November 10, 2011 Page 5 of 5

a wide variety of community members and would like to pursue some discussions with DES on next steps. Many retired professionals are willing to assist in the process as well.

Ms. Turner said no group has been formed. The previous group established in 1997 included representatives from local government and agencies that would be directly involved in any permitting process. DES has reached out and asked for names of individuals interested in working with DES on the dredging project. It's likely the department will a form group to begin discussions later in the fall. CLIPA will be informed when that occurs.

Mr. Wubbena said one initiative CLIPA is pursuing for Capitol Lake is establishing a process similar to Chehalis Basin's process established for flood control that included both policy and technical committees to help inform policymaker discussions.

Adjournment

With there being no further business, Chair Haskell adjourned the meeting at 9:47 a.m.

Prepared by Valerie Gow, Recording Secretary/President Puget Sound Meeting Services, psmsoly@earthlink.net